

**BUNKER HILL COVERED BRIDGE
CATAWBA COUNTY, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS/ LETTER OF INTEREST
15-1009
February 9, 2015**

**THE CATAWBA COUNTY HISTORICAL ASSOCIATION DESIRES TO ENGAGE QUALIFIED
ARCHITECT/ENGINEERING CONSULTING FIRMS TO PROVIDE DESIGN SERVICES FOR WORK AT
THE BUNKER HILL COVERED BRIDGE**

INTRODUCTION

The Catawba County Historical Association (hereafter referred to as “the Association”) has received FEMA funding to replace flood damaged components of the stone covered earthen embankment (45 degree) supporting the bridge abutments on the eastern and western banks along Lyle Creek, Claremont, NC and the related scour walls at the base of the abutment slopes to pre-disaster condition. The engineering and related permitting will require United States Army Corps of Engineers (USACE), North Carolina Department of Transportation (NCDOT), Federal Emergency Management Agency (FEMA), Department of Cultural Resources (DCR), Department of Natural Resources (DENR) and North Carolina Department of Environment and Natural Resources (NCDHR) review to complete the tasks as noted in the Scope of Work section for the repair of the flood damage to historic Bunker Hill Covered Bridge. The Association is soliciting proposals from qualified design firms to provide engineering design, specifications, related permits, and bid preparation documents for the grant tasks.

BACKGROUND

On July 27, 2013 torrential heavy precipitation caused increased runoff over land collected by the Lyle Creek that rose to record levels and caused erosion of the embankment slope protection of the bridge. The estimated depth of flow in the creek from normal 1.5 to 2 Ft has increased to 14 Ft height during the flood, which was about 3 feet lower than concrete footing supporting the bridge. The site inspection was conducted on Dec 10, 2013. It was assessed that both bridge abutments slopes were protected by the riprap and concrete mix filled burlap bags combination stabilization technic surrounded by the concrete cast wall 3.5 Ft. H x 1.5 Ft W x 32 Ft L with 10 Ft L wall sections tying the wall into the slope embankments at 45 degrees which makes total length of wall 52 Ft. The concrete walls are located at the eastern and the western abutments at the toe of the slope embankments. It does appear that riprap and concrete bags slope protection were placed at two separate applications randomly on the top of the slope. The flood damaged two sections of the concrete wall 8 Ft + 9 Ft = 17 Ft at the eastern abutment 3.5 Ft H x 1.5 Ft W x 17 L and 3.5 Ft H x 1.5 Ft W x 52 L at western abutment where most of the wall was washed out in the creek during the flood. The flood damages of slope protection were estimated at 70% of the western embankment that is of size 52 Ft L x 15 Ft H x 10 Ft W = 288.88 CY. The eastern slope protection was not damage. The scope of work will consist and is not limited to provide for the survey of the damages and cont. during the construction, provide for clearing,

cutting and removing of shrubs and small trees from the site, replaces damaged section of the concrete walls, replace stone riprap revetment and construct a sound embankment slope protection for the Bunker Hill Bridge. Other options may be recommended by the selected engineer; any changes to the scope of work must be pre-approved by FEMA.

PURPOSE

The Association's purpose in issuing this request for expressions of interest and statements of qualifications is to select a consultant interested in providing architectural/engineering services for the Bunker Hill Covered Bridge project. The expressions of interest and statements of qualifications will be reviewed, evaluated and ranked by a selection team based on qualifications and the criteria included with this request.

GENERAL SCOPE OF ANTICIPATED SERVICES

The selected Consultant will design the above noted improvements to meet the standards of the FHWA, NDOT, the North Carolina State Historic Preservation Office, and the Department of interior Standards for Rehabilitation 36 CFR Part 67, Historic Preservation Certifications and the Catawba County historical Association and in accordance with the scope of work as outlined in the approved project worksheet. Services will include, but not necessarily be limited to:

- Project management and agency coordination
- Conduct field surveys as needed to prepare plans and specifications for the project.
- Prepare plans and specifications for the proposed repairs and replacement of original scour walls and stone covered embankments consistent with the Association's, FEMA, NCDOT and NC Department of Cultural Resource's requirements.
- Submit plans and specifications for FEMA, NCDOT and NC Department of Cultural Resource's for review. Make revisions as necessary to obtain final approval from the Association.
- Prepare and obtain all applicable environmental permits.
- Complete and submit a request for an Environmental Categorical Exclusion as per NCDOT requirements.
- Construction administration

Construction Contract Administration

The selected firm must comply with the NCDOT Construction Manual as referenced at <https://connect.ncdot.gov/projects/construction/Pages/Construction-Manual.aspx> which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but not limited to inspection reports, material test reports, materials certification, and documentation of quantities, project diaries and pay records. If required, the selected Firm shall perform the construction engineering, sampling and testing required during construction of the Project, in accordance with Departmental procedures, including the Department's Guide for Process Control and Acceptance Sampling and Testing. The Association shall document that said compliance was

accomplished in accordance with State and Federal procedure, guidelines, standards and specifications.

CONTENT OF RESPONSES

To be considered, responses must effectively address all the elements in this section and be organized in order in which they are listed. As a minimum, responses to this request shall contain the following in original and two copies.

- 1) A description of the overall qualifications of the consultant, and overall capabilities of the firm relevant to the proposed project. Provide general information and background about the consultant including: size of the firm, number of years in business, and number of staff by discipline, and total personnel. Provide current published hourly rates for all disciplines and expenditures.
- 2) A summary of the five most recently completed projects on which the consultant provided services similar to those sought by the Association. As a minimum, the project summaries shall contain:
 - a. A brief description of the project scope and the services provided by the consultant.
 - b. The amount of the engineer's estimate, award amount and final construction cost of the project.
 - c. The original and actual project completion dates.
 - d. The name and telephone number of a contact person, employed by the project owner, familiar with the consultant's work.
 - e. The approximate dollar amount of each assignment.
- 3) A list of all architectural/engineering assignments performed for local governmental agencies or historical associations during the last three years, indicating the contracting agency, the dollar amount of each assignment, and the name and telephone number of a contact person, employed by the agency, familiar with the consultant's work.
- 4) The geographic location of the principal office of the consultant (address) and the office (if different), which would be responsible for providing services to the Association.
- 5) A list of staff personnel in the office(s) that would be providing services to the Association indicating name and title, years of experience, education, experience and qualifications relevant to the proposed project. Provide resumes for key project team members. Identify the amount of work presently underway for the key project team members via man-hour allocation chart for the period of these required services.
- 6) Include the name, title, address, and telephone and fax numbers, and email address of the consultant's contact person during the review and evaluation process.

- 7) A list of sub-consultants that may be engaged by the consultant to provide specialized services. For each sub-consultant, provide the same information as required in 1, 2a, 2d, 3, 4, 5 and 6 above. Describe past experience working with each sub-consultant. Indicate if a sub-consultant is a DBE. Submissions should be for subcontractors through at least the 2nd tier of work or services provided to the project.
- 8) A statement acknowledging by name the receipt of all addendum and clarifications.
- 9) A statement that submitter and all subcontractors with contracts equal to or in excess of \$25,000 will verify that it and its principals and affiliates are not included in any Excluded Parties List System in accordance with 49 CRF Part 29.
- 10) A listing of any litigation the firm is or was involved in during the past five years.
- 11) . Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity.
- 12) Describe familiarity with this project and with the Catawba County Historical Association, as well as, prior experience with the NC Department of cultural Resources.
- 13) Hourly billing rates charged by your Firm for each position.

EVALUATION PROCESS

Responses will be reviewed, evaluated and ranked by a Selection Team in accordance with the criteria and procedures describe in this section. Responses will not be publicly opened. All responses, evaluations and the names of Selection Team members are confidential information and will not be released for any reason unless the Association is compelled to do so by judicial review. The Association reserves the right to request consultants to provide missing information, make corrections, or provide additional information.

The following factors will be used in evaluating Consultant's proposals and awarding of contract:

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| 1. Technical Approach/Understanding of Program | 25 points |
| 2. Work Management Plan/Experience of Proposed Personnel | 15 points |
| 3. Prior Related Consulting Experience of the Firm | 20 points |
| 4. Familiarity with Project/Locality | 20 points |
| 5. Prior related Experience with Historic Preservation and NC Department of Cultural Resources and SHPO review | 20 points |

SUBMISSIONS

Sealed responses to this Request for Qualifications shall be prepared and submitted in accordance with the requirements of this Request no later than 5:00 PM, February 25, 2015. One hard copy and one copy saved on a flash drive should be submitted. Any addenda issued for this project will be posted at www.catawbacountync.gov/purchase/

Debbie Anderson, Purchasing Manager
Catawba County
PO Box 389 (mailing address)
100A South West Blvd. (physical address)
Newton NC 28658

GENERAL INFORMATION

A/E Procurement Process

Given the project funding, this A/E procurement is subject to local, state and federal procurement requirements. The Association requires the procurement of A/E services in accordance with the qualification based procurement methods of the Books Act (Public Law 92-582, October 27, 1972). The procurement process for this project is also in accordance with the North Carolina Statutes

Project Funding

It is anticipated the project will be funded with federal and state funds.

Designated Representative and Communications

The designated Association/County representative for questions and communications pertaining to this procurement is identified below. Communications shall be in writing via email address to the person identified in this section. All written communications with the Association/County regarding this procurement shall be marked Bunker Hill Covered Bridge. All communication must be addressed to:

Debbie Anderson, Purchasing Manager
Catawba County
danderson@catawbacountync.gov

Qualifications of Consultants

A qualified prospective consultant shall have North Carolina professional licenses for the types of services for which licenses are required. Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical

and professional standing. It will be the responsibility of the selected firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting the qualification statement. The firm must have the financial ability to undertake the work and assume the liability.

Prequalification

The Department of Transportation maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your qualification statement/letter of interest. An application may be accessed at <https://aps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each qualification statement/letter of interest.

Insurance

The selected firm will be required to furnish proof of Professional Liability Insurance coverage in the minimum amount of \$1,000,000 and name the Catawba County Historical Association, Inc. as additionally insured.

Indemnification

The Consultant shall indemnify and save harmless the Association for claims and liabilities resulting from negligence, errors or omissions of the Consultant; including, but not limited to, the architects, engineers, technicians or subconsultants.

Disadvantaged Business Enterprise (DBE) Obligation

Consultants must comply with the requirements of 49 CFR, Part 26. The Association has established a DBE goal of 10% on this project. The successful consultants will be required to meet the DBE goal or demonstrate good faith efforts at the time proposals are requested, not at the time that responses to this request for statements of interest and request for qualifications are due. To be accepted as a qualified DBE, the North Carolina Department of Transportation (NCDOT) must certify a consultant as a DBE. Contact the designated representative above for questions or assistance in this area.

Small Professional Service Firm (SPSF) Participation

The Association encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts, SPSF participation is not contingent upon the funding source.

Addenda and/or Clarifications

Any addenda issued before the response due date shall become part of the solicitation. Signed copies of all addenda and/or clarifications issued to prospective consultants shall be enclosed with their response. Failure to acknowledge and enclose said addenda and/or clarifications may be considered grounds for rejection or a consultant's response. A consultant shall not rely on any oral interpretations, clarification, or changes made in these solicitation documents by the Association/County employees.

Protect Procedures

Any party which is a prospective bidder, offeror, or contractor that may be aggrieved by the solicitation must submit a written protest within five (5) calendar days prior to the opening of the Request for Bid, Request for Proposal.

Any party which is an actual bidder, offeror, or contractor that may be aggrieved by the award of a contract, must submit a written protest within five (5) days of County transmitting via fax or email the announcement of intent to award.

The protest must be addressed to the Purchasing Manager, Catawba County, PO Box 389, 100A South West Blvd., Newton, NC 28658 and must include all the following information:

1. Name, address, telephone number, facsimile number and e-mail of the protester.
2. Signature of the protester or authorized agent.
3. The bid name and number.
4. A detailed statement of the legal and factual grounds of protest including copies of relevant documents.
5. Any supporting exhibits, evidence, or documents to substantiate any claims.
6. All information establishing that the protester is an interested party for the purpose of filing a protest.
7. The form of relief requested

After careful consideration of all relevant information, and consultation with the County Attorney, the Purchasing Agent shall make a written decision.

A decision of the Purchasing may be appealed to the County Manager in conjunction with the Association, depending on the type of bid. An appeal must be in writing and be delivered to the

County Manager, 100A South West Boulevard, Newton, NC 28658, within seven (7) calendar days of the date of the Purchasing Manager faxed or emailed her decision.

Any and all costs incurred by a protesting party in connection with a protest shall be the sole responsibility of the protesting party.

Conflict of Interest

The Association and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, shall comply with the federal Conflict of Interest policy.

Restrictions on Lobbying

The Association and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, agree to comply with the requirements of Title 49 CFR Part 20, New Restrictions on Lobbying.

Drug-Free Workplace

The Association and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, agree to comply with Title 49 CFR Part 32.400, Drug-Free Workplace requirements.

Title VI – Civil Rights Act of 1964

The Association shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender and age in all programs or activities of any recipient of Federal assistance.

Title VII – Civil Rights Act of 1964

The Association shall comply with Title VII of the Civil Rights Act of 1964. Title VII prohibits discrimination by covered employers on the basis of race, color, religion, sex, national origin, pregnancy, age, and disability discrimination, gender identify or transgender status.

Association's Reservations

The Association expressly reserves the right to:

- 1) Withdraw this request anytime without prior notice.
- 2) Postpone the response due date for its own convenience
- 3) Reject any or all responses without indicating any reasons for such rejection.
- 4) Accept the responses deemed by the Association to be in the best interest of the Association and the general public.
- 5) Waive any irregularity and/or informality in the responses received.
- 6) Not award a contract

The Association assumes no financial liability for any costs incurred by consultants preparing or submitting responses to this request.

End of Submission